

Passport Checklist

Name: _____

Call Date: _____ **Date of Appointment:** _____

All Appointments

<input type="checkbox"/>	Temperature Check Required on Day of Appointment
<input type="checkbox"/>	COVID Screening Questions to be completed on day of appointment
<input type="checkbox"/>	If sick on day of appointment, they will need to reschedule
<input type="checkbox"/>	Reschedule if all documents/payments are not complete & correct @ time of Appmt.

Adult

18 & Older

<input type="checkbox"/>	Completed DS-11 Form
<input type="checkbox"/>	Passport Photo
<input type="checkbox"/>	Certified Birth Certificate that lists parents
<input type="checkbox"/>	Photocopy of Birth Certificate or Citizenship Evidence
<input type="checkbox"/>	Drivers License or State Issued ID
<input type="checkbox"/>	Photocopy of front & back of ID

US Department of State Fees - Check or Money Order ONLY

<input type="checkbox"/>	\$110 Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$60 Expedite Fee to US Department of State (Optional)
<input type="checkbox"/>	\$17.56 Overnight Return Delivery Fee - (Optional)

Guilford County Register of Deeds Fees

Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)

<input type="checkbox"/>	\$35 Guilford County Register of Deeds - Passport Processing Fee
<input type="checkbox"/>	\$26.35 Overnight Delivery Fee to the US Department of State (Optional)

16-17 Yrs

<input type="checkbox"/>	Completed DS-11 Form
<input type="checkbox"/>	Passport Photo
<input type="checkbox"/>	Certified Birth Certificate that lists parents
<input type="checkbox"/>	Photocopy of Birth Certificate or Citizenship Evidence
<input type="checkbox"/>	Photo ID of Minor and/or Identifying Parent
<input type="checkbox"/>	Photocopy of front & back of ID

US Department of State Fees - Check or Money Order ONLY

<input type="checkbox"/>	\$110 Fee to US Department of State -Payable to US Department of State
<input type="checkbox"/>	\$60 Expedite Fee to US Department of State (Optional)
<input type="checkbox"/>	\$17.56 Overnight Return Delivery Fee (Optional)

Guilford County Register of Deeds Fees

Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)

<input type="checkbox"/>	\$35 Guilford County Register of Deeds - Passport Processing Fee
<input type="checkbox"/>	\$26.35 Overnight Delivery Fee to the US Department of State (Optional)

Hand Carry

	Completed DS-11 Form
	Passport Photo
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Drivers License or State Issued ID
	Photocopy of front & back of ID
	Proof of Imminent Travel, Visa Need or Congressional Referral Letter **
	Letter of Authorization (Not required for Congressional Referrals)

US Department of State Fees - Check or Money Order ONLY

	\$110 Fee to US Department of State - Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$17.56 Overnight Return Delivery Fee (Optional)

Guilford County Register of Deeds Fees**Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$26.35 Overnight Delivery Fee to the US Department of State (Optional)

**Proof of Imminent Travel can be satisfied with a photocopy of airline ticket, travel itinerary or reservation or a letter from the applicants employer indicating urgent business travel or a condition that the applicant maintain a valid passport.

Minor

Under 16

	Completed DS-11 Form
	Passport Photo
	Certified Birth Certificate that lists parents
	Photocopy of Birth Certificate or Citizenship Evidence
	Photo ID of both Parents - Both Parents must be present or have a properly signed and notarized DS-3053 form
	Photocopy of front & back of ID

US Department of State Fees - Check or Money Order ONLY

	\$80 Fee to US Department of State - Payable to US Department of State
	\$60 Expedite Fee to US Department of State (Optional)
	\$17.56 Overnight Return Delivery Fee (Optional)

Guilford County Register of Deeds Fees**Cash, Check, Money Order, Debit/Credit (Additional Fees Apply)**

	\$35 Guilford County Register of Deeds - Passport Processing Fee
	\$26.35 Overnight Delivery Fee to the US Department of State (Optional)